

BUS MAINTENANCE SUPERINTENDENT

NATURE OF WORK

This is responsible administrative and supervisory work directing the overall operation of a large municipal bus garage including the mechanical maintenance and repair of transit fleet vehicles.

Work involves responsibility for developing, implementing and evaluating policies, procedures and objectives to improve the operating efficiency of a transit fleet operation thereby reducing the total cost of and turnaround time for vehicle repairs. Work also includes developing, implementing and maintaining an effective inventory control system insuring necessary parts are available to meet vehicle repair demands; estimating the total cost of future labor and materials required; and ordering vehicle parts and equipment necessary to meet operational requirements. General supervision is received from an administrative superior with work being reviewed in the form of reports submitted and results achieved. Supervision is exercised over subordinate Bus Mechanics and Bus Service Workers. An employee in this class is expected to provide for effective employee and labor relations and to resolve complaints and grievances within the confines of negotiated labor agreements and in conjunction with union representatives.

EXAMPLES OF WORK PERFORMED

Develops and implements performance objectives to achieve and insure most efficient use of time, staff and available resources; estimates the total cost of future labor and materials required in order to monitor effectiveness of established performance objectives.

Develops and implements an effective inventory control system; orders necessary vehicle parts and related equipment; maintains appropriate records and prepares reports regarding the overall operation of a large municipal bus garage.

Prepares preliminary budget requests and monitors budget expenditures as they relate to garage operations.

Develops and implements a preventive maintenance program in order to reduce the total number and cost of vehicle repairs.

Provides for effective employee relations; resolves employee complaints and grievances within the confines of negotiated agreements; confers with union representatives relative to garage operations as deemed appropriate.

Supervises subordinate Bus Mechanics and Bus Service Workers engaged in the mechanical maintenance and repair of transit fleet vehicles.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the managerial principles, practices and techniques as they apply to the operation and the mechanical maintenance and repair of a large municipal transit fleet.

Considerable knowledge of the total operation of a service garage involved in the maintenance and repair of transit vehicles including developing methods of cost control, preventive maintenance and effective inventory control.

Considerable knowledge of the various types of equipment and facilities necessary for the mechanical maintenance and repair of a large municipal transit fleet.

Considerable knowledge of the construction, assembly and maintenance of automotive and diesel equipment.

Ability to plan, assign, supervise and review the work performed by subordinate Bus Mechanics and Bus Service Workers.

Ability to prepare future cost estimates of labor and material requirements for fleet maintenance.

Ability to maintain appropriate records, files and related documents necessary to provide for the efficient operation of a large municipal transit fleet.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, co-workers, union representatives and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in business or public administration or related field with considerable experience at the journey mechanic level plus considerable supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus considerable experience at the journey mechanic level involving some supervisory experience; or any equivalent combination of training and experience which provides the required knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties. Valid Commercial Driver's License (CDL) required within 30 days of appointment.

Approved by: _____
Department Head

Personnel Director

11/94

Revised: 10/97

PS5605